



RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE

**Addendum No. 1**  
**Issued January 22, 2021**

SB No. 1806 – Tables and Chairs for Greenwood Park

**Bid Opening: January 27, 2021 @ 11:00 A.M. CT**

**Questions and Answers**

- (1) On this bid sealed bid (Item #8); we need to know if you want standard table height or Bristol height?

***Answer:*** *Standard Height*

- (2) On Item #8, ABS 30 x 30 rectangular table, please confirm the dimensions.

***Answer:*** *30 x 30*

- (3) Please clarify what is meant by this: On page 27 of bid documents, it says: "Please return both pages of this completed form to us via email to [vendors@BREC.org](mailto:vendors@BREC.org)". **Which pages are you referring to?**

***Answer:*** *The ACH form is actually copied and added to the bid document. Vendors should complete the attached ACH Form and send a copy of a voided check with their bid document.*

- (4) We also wanted to make sure you will accept laminate top as an alternate to the specified ABS plastic top, and what is the maximum weight you will accept? Please keep in mind that particle board tables are much heavier than ABS plastic. For example, a 30x96 particle board folding table by Correll weighs **96 lbs.**, versus the Mitylite 30x96 ABS folding table which weighs **49 lb.** **Is this acceptable?**

***Answer:*** *Please bid according to specifications, brand (or approved equal).*

- (5) I'd like to confirm shipping address and delivery type.

***Answer:*** *Delivery Address: Greenwood Park . 13350 Hwy 19 . Baker, LA 70714*  
*Contact : Lawanda Holden . (225) 272-9200 x 1571 (O) . (225) 200-1522 (C)*

*Delivery Type: Ramp from the ground*

- (6) The bid instructions indicate ALL pages of the bid must be returned but I just need to double check that we are not required to fill out the Affidavit on page 24 unless we win part or all of the bid? The notary section indicates Baton Rouge as the location of signatures so I didn't think we could have our notary complete this? Am I understanding this correctly?

Also do we need to fill out the ACH form and provide a copy of a voided check at the time of sending in our proposal? Or is that just for if we win the bid and we would complete it at that time?

**Answer:** The documents are not required to be fill out at this time; however, they are placed in the bid packet to be completed and have on hand beforehand. **If awarded**, all completed documents must be provided upon request. Make sure to return all pages whether complete or incomplete.

**At this time, all other terms, conditions and specifications shall remain the same.**

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's bid or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original submittal, please indicate changes herein and return to Purchasing prior to the proposal deadline in an envelope marked with the sealed bid number, bid deadline date and time.

If you have not submitted your proposal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

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(Name and Signature)

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(Company)

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(Date)